

**SAMPLE LETTER FOR RETURNING SUBPOENA PREVIOUSLY  
RESPONDED TO**

Re: (Client's Name and Birthdate)

I am returning a recently received subpoena dated \_\_\_\_\_ and addressed to \_\_\_\_\_. These records were sent to you on \_\_\_\_\_ following receipt of a subpoena dated \_\_\_\_\_ and addressed to \_\_\_\_\_. Please note that service information is maintained in a San Mateo County Mental Health Services Division record, rather than individual clinic or therapist files.

If you have any questions, please contact me at \_\_\_\_\_.

Sincerely,

Enclosures